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19 APR 1979

MEMORANDUM FOR: Deputy Director for Administration

FROM: Harry E. Fitzwater
Director of Personnel

SUBJECT: Office of Personnel Report --
Week Ending 18 April 1979 (U)

1. Outside Employment Assistance: The Retirement Counseling and Employee Assistance Branch (RCEAB) reports that March was a very active month and a productive one as well. The 176 employment interviews reflect the large number of persons who were planning retirement over the past few months and, in the process, have been looking for outside employment through RCEAB. There was a significant increase in the number of company contacts (46) and employment inquiries (93). The most gratifying aspect of the March statistics, however, is the fact that no less than 14 RCEAB clients obtained jobs in the private sector, one of the highest figures ever tabulated during a monthly period. (A/IUO)

25X1C

25X1A

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25X1A

(S)

3. Good Friday Lenten Services: Good Friday Lenten Services were held in the auditorium on 13 April. Catholic services were held at 11:00 a.m. with 375 attending and Protestant services were held at 12:30 p.m. with 106 attending. (U)

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Review on 19 Apr 99
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WARNING NOTICE
INTELLIGENCE SOURCES
AND METHODS INVOLVED

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4. Combined Federal Campaign Meeting: Two representatives from Personnel Affairs Branch will attend a Combined Federal Campaign critique session today, 19 April, in Washington, D.C. The purpose of the meeting will be to review experiences in last fall's campaign toward the development of a sound and challenging strategy in 1980. (U)

5. Redskin Football Tickets: Although the EAA Gram regarding the Redskin Football tickets has only been out for a few days, they are already being returned at the rate of approximately 200 per day. EAA members have until 8 June to return their applications to participate in the drawing that determines who will be able to purchase two tickets to a regular season Redskin game. (U)

25X1A

6. Insurance: Insurance Branch personnel met with [REDACTED] Plans and Review Staff, to discuss the Insurance Branch's PERINSUR proposal prior to its submission to the Office of Data Processing. The proposal appears to be on track and will be forwarded to the Office of Data Processing for implementation. The FEGLI program will be the first scheduled for computerization with a target date of October 1979. Also discussed during the meeting was the possibility of automating the Branch's complex accounting procedures which totaled over \$30 million in 1978. [REDACTED] has agreed to initiate a feasibility study for possible adaptation to PERINSUR or as desk top computer application. (U/AIUO)

25X1A

7. Career Counselors Booklet: The Professional Placement Branch distributed the revised "Career Counselors" booklet to all Directorate Career Management Officers and to the Office of Equal Employment Opportunity this week. Although printed in limited numbers, a few copies are still available from the Professional Placement Branch. (U/AIUO)

8. Project Opportunity: The Clerical Staffing Branch had ten applicants in process for Project Opportunity at mid-April. We hope to have around 60 in process no later than mid-May and plan to enter approximately 20 on duty early in September 1979. Each Directorate will receive a memorandum asking them to earmark a certain number of jobs for this year's Project Opportunity group. The new employees will be ready for assignment early in October after completing a three-week clerical training course at the Office of Personnel Management. (U/AIUO)

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9. Minority Advertising: On 11 April 1979, the Deputy Chief, Recruitment Division met with an account executive of the Technical Newsletter for Minorities and Women to explore the possibilities of advertising in the publication. According to the representative, the Newsletter was established about a year ago, is published quarterly, and is sent free of charge to approximately 15,000 minority and women engineers, computer scientists, etc. It consists primarily of articles on technical matters and advertisements by companies interested in hiring minority and women technicals. As a service to its readers, it offers a free resume referral service to companies advertising in the Newsletter. (U/AIUO)

10. Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began on 15 June 1977 is 70. (U)

11. Rehired Annuitants: See attached report. (S)

25X1A


Harry E. Fitzwater

Att

Distribution:

Orig & 2 - Adse
1 - DD/OP/SP
1 - DD/OP/R&P
1 - DD/OP/P&C
1 - C/SAS
1 - D/OP Chrono
1 - D/OP Subj File
EA/OD/Pers:kav (19 Apr 79)

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WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (11 - 17 April 1979) (U)

1. The following rehired civilian annuitant cases were processed
as new hires:

DDO

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NFA

for

DDA

- Independent Contractor, SE Division,
effective 27 March 1979. (C)

- Contract Employee, OD/NFAC,
effective 17 January 1979. (U)

rehired civilian annuitant cases were approved

- Independent Contractor, O/DDA,
one-year extension. (U)

- Independent Contractor, O/DDA,
one-year extension. (U)

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